I. **Call to Order**
President Andy Small called the regular meeting of the OSC to order at 9:20 AM.

II. **Roll Call**
Attendance was recorded by Stacey Bivens.

III. **Approval of Agenda**
A motion was made by Jay Monteiro to accept the Agenda. The motion was seconded by Rachel Pierce and passed by vote.

IV. **Approval of November 7, 2013, Minutes**
A motion was made by Carlos Raices to accept the Minutes. The motion was seconded by Amy Polzin and passed by vote.

V. **Treasurer’s Report**
The treasurer’s report was given by Elizabeth Buck. There was an expense correction to be made on the report which Jay Monteiro will look into. A motion was made by Carlos Raices to accept the report. The motion was seconded by Dave Long and passed by vote.

VI. **Announcements/Correspondence**
Tammy Stevens from the College of Liberal Arts and Sciences served on the Chief Financial Officer search committee. There will be a great deal of pressure on the CFO to be more transparent about money compared to this position’s predecessor.

Pam Roesner shared that the graduate student who was helping update OSC’s website left to accept another position. A former graduate student has accepted the assistantship.

According to news from the University Benefits Committee, employees who have the state insurance will be receiving paperwork in January to audit dependents.

The results of the latest SUCCS audit were not positive. Andy Small intends to invite Steve Cunningham and Celeste Latham from Human Resources to explain the audit results.
There was discussion on ways to assist with typhoon disaster relief in the Philippines.

Salary increment compensation was discussed, and photos of the pension form held November 20 were shared.

Heike Hofstetter is serving on the search committee for the Provost, and she shared some information. The committee would like the position filled by mid-April.

Carlos Raices shared information and passed around flyers about the Bridal Expo that will be held January 12, 2014, at the Holmes Student Center.

Amy Polzin showed the Civil Service Outstanding Service Award nomination form, which will be uploaded to the OSC website.

VII. President’s Reports
A. Board of Trustees
   The Board of Trustees annual report was shared. The Board’s latest meeting was held December 5, 2013.

B. Faculty Senate
   The latest Faculty Senate meeting was held November 20, 2013.

C. University Council
   University Council met December 4, 2013.

VIII. Committee Reports
A. Workplace Issues
   The committee has loaded a draft of the Civil Service Survey on VIBE. OSC members are encouraged to look at the document, ask questions and offer suggestions. The committee hopes for a January or February finalization. The committee continues discussion regarding the NIU constitution bylaws, and is working on editing parts of this document. Workplace Issues is also asking for workshop suggestions.

B. Elections and Appointments
   Joe Lifshitz’ resignation left OSC with 16 members. There was much discussion on whether to fill his position to bring the number back up to 17, or leave the membership as is. A motion was made by Amy Polzin to leave the position open until the next election in the spring. The motion was seconded by Don Butler and passed by vote.
C. Public Relations
   There was no November meeting because of Thanksgiving, and no December meeting will be held either. Outstanding Service Award will be discussed at PR’s January meeting.

D. SPS Council
   Minutes of the November 21, 2013, meeting were shared.

E. Visiting Committees/Guests
   Steve Cunningham and Celeste Latham will be invited to OSC’s January 9, 2014, meeting.

F. EAC
   The next meeting is scheduled for January 16-17, 2014, at University of Illinois Urbana Champaign.

G. UAC
   No report

H. APAC
   No report. The next APAC meeting is scheduled for January 8, 2014.

IX. Old Business

X. New Business
   Patricia Liberty-Baczek shared that the LGBT Resource Center was moving to the Women’s Resource Center Building. The Resource Center will officially open in their new location on January 6, 2014.

XI. Adjournment
   The meeting was adjourned at 10:25 AM.